

**DEPARTMENT OF THE AIR FORCE
435 MSS/DPC**

**SUPERVISOR'S CHECKLIST
NEW EMPLOYEE ORIENTATION**

Employee Name: _____

Appointment Date: _____ / _____ / _____


Title / Grade: _____

Supervisor's Name: _____

Date Initiating this Form: _____ / _____ / _____

Date of Probation Period: _____ to _____

Tasks:

Before Employee Arrives		YES ✓	NO ✓	SCHEDULE 
▶	Obtain fund cite, sign & provide AF Form 3821 to Unit Resource Advisor, employee takes to Civilian Pay upon arrival			
	Prepare employee's workspace, i.e. -- email/voice mail, furniture, ofc supplies, stock with organization chart, telephone rosters, access CPO website for new employee handbook , Prohibited Personnel Practice , Whistleblower Rights , access AFPC - AFPC Benefits & Entitlements			
Within the first three days				
▶	Meet with employee to provide brief description of organization, chain of command, mission and current highlights, i.e. awards, upcoming inspections, exercises, etc.			
	Provide employee with a walk thru to accomplish 1) introduction to staff and 2) location of office equipment (copier, fax, files) & building layout / office keys			
	For Emergency Essential employees, discuss role & function according to AFI 36-507 . File original DD 2365 in Supervisor's Employee Work Folder			
	Review Position Description (PD)/Core Document with employee; discuss work standards & expectations in relation to document; have the employee review and return signed document within 10 days			
	Safety procedures: AF Form 55 , fire/evacuation drill & on-the-job-injury reporting CA-10			

Within the first week				
►	Establish Supervisor's Employee Work Folder , AF Form 971 Brief (971), will be provided by Civilian Personnel			
	Review training requirements - Ethics (480-5912), Sexual Assault Response Training Video (480-7272), Base Intro (480-5100), Security Awareness Training & Education (SATE) (Unit Work Group Manager), Supervisory Training (if applicable) (480-2167), Customer Service College (489-7686)			
	Explain to employee how personnel files can be accessed electronically thru website: AFPC Secure - Login			
Within the next two weeks				
►	Review specifics on hours of work, breaks, lunch, call-in procedures (AFI 36-807), applicable leave policy (AFI 36-815), telephone usage/etiquette, time sheet suspense, computer usage, dress and appearance, in-house protocols, policy letters, government credit card use, register government credit card with orderly room or online GCC Registration			
	EMDS -- Ensure employee completes online AF Civilian Record of Emergency Data: EMDS Document overseas and stateside POCs			
	971 Brief -- follow-up on CPF supplying electronic generated version - obtain employee personal data information for Part 1			
	Status of appointments: Ethics, Sexual Assault Response & Base Orientations, Customer Service College, Security & SATE (if applicable)			
	Performance Process: Mandatory feedback and annual review. Reiterate supervisor's performance expectation, expected evaluation and time frame			
	Inform employee of required passwords related to Electronic Official Personnel File , Benefits , Leave and Earning Statement			
	Identify the customer, who are the key managers, their roles and functions			

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

File completed checklist in your Supervisor's Employee File within 30 days of the employee entry on duty date.

All comments can be sent to 435 MSS/DPCE

SUPERVISOR'S NEW EMPLOYEE ORIENTATION INSTRUCTIONS

TOP PORTION OF CHECKLIST

- Self explanatory

Block 1 "Before Employee Arrives"

- Self explanatory
- Self explanatory

Block 2 "Within the first three days"

- Self explanatory
- Self explanatory
- Emergency Essential applies only if the position is designated as Emergency Essential. For definition, see [AFI 36-507](#).
- Position description ([AF Form 1378](#) or [AF Form 1003](#)) may be obtained from Civilian Personnel Flight. If position is described on AF Form 1378, supervisor must complete [AF Form 860](#) "Civilian Performance Plan". Complete review with employee and obtain required signatures not later than 30 days from date of hire.
- Safety form may be downloaded at [AF PUBS & FORMS](#) site. Fire/evacuation is an internal plan; if you do not have one, contact the Fire Department. Injury reporting instructions ([CA-10](#)) can be obtained from the provided website on the checklist.

Block 3 "Within the first week"

- Supervisor's Employee Work Folder is governed by [AFP 36-106](#). AF Form 971 employee brief will be supplied by the Civilian Personnel Flight. If you are not in receipt of one by the 3rd week from the employee entry on duty, call Civilian Personnel Flight (480-5448, Sascha Schmadel)
- Self explanatory
- Electronic Official Personnel File can be accessed thru [AFPC - EOPF](#), click link "Civilian", click drop-down link "Web Applications", click link "Electronic OPF", click link "proceed to EOPF", you are now at the AFPC secure website, if employee has password – ask the employee to enter, if no password – have the employee click on "Civilian" under "Create Password", after establishing password, go back to main AFPC Secure Webpage and enter the data: User: is first four letter of last name and last four numbers of SSN, example: DOER1212; Password: is the word w/special characters that the employee creates

Block 4 "Within the next two weeks"

- Self explanatory Call 480-2008 if guidance required.
- [EMDS](#) - have employee access website; input personal, next of kin and dependent information; press the update button and print for the supervisor to file in the [Supervisor's Employee Work Folder](#)
- 971 employee brief – Call 480-5448 if brief not received yet
- Self explanatory
- [Performance](#): feed back accomplished mid-year on mandatory [AF Form 860B](#), normally around Sep-Oct timeframe; annual appraisal covers 01 APR - 31 MAR, effective 01 Jun
- Passwords – [EOPF](#) (access explained above); [Benefits & Entitlement](#) (Health, Life Insurance, Retirement Info) go to [AFPC Secure - Login](#), type in USER and PASSWORD, enter "[EBIS](#)", enter "new user", enter temporary PIN – two-digit birth month and last two digits of birth year EXAMPLE birthday is: Feb 14, 1980 – the temporary PIN would be 0280, after you enter your temporary pin you be asked to establish a new six digit PIN, establish, go back to main page, enter SSN and new PIN, the next page should be the employee benefits
- Self-explanatory

BOTTOM PORTION OF CHECKLIST

- Obtain signatures and file in Supervisors' Employee Work File